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Security Information

CONCURRENCE SHEET

25X1A PROPOSED ISSUANCE: [REDACTED] PERSONNEL EVALUATION [REDACTED]

CONTEMPLATED DISTRIBUTION: AB

PREVIOUS INSTANCES TO BE CANCELED: CIA Regulation
CIA Notice No.
CIA Notice No.
CIA Notice No.

*Noted with
30 Jul 53*
25X1A

25X1A

COMMENTS:

Reference paragraph 5,c(1) page 5. We do not feel that it is sound management to have a Supervisor being separated for cause prepare a report for each employee under his immediate jurisdiction.

CONCUR: [REDACTED]

X1A

Chief, General Services Office
(Office)

5 June 1953
(Date)

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Job 155

25X1A PROPOSED ISSUANCE: [REDACTED] PERSONNEL EVALUATION

CONTINGENT DISTRIBUTION: AE

PREVIOUS ISSUANCES TO BE CANCELLED: CIA Regulation
CIA Notice No. [REDACTED]
CIA Notice No.
CIA Notice No.

25X1A

COMMENTS:

*Portions of this request may be
subject to change pending the approval
by the Agency Central Service Board
requested recommendations by the Personnel
Section Panel*

25X1A

[REDACTED]

[Signature]
(Date)

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PROPOSED ISSUANCE: [REDACTED]

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COMMENTS:

1. It is the opinion of this office that a personnel evaluation report, regardless of how carefully designed can never be completely objective. Such reports, however, have become an accepted tool of personnel administration and can serve many valuable purposes if properly used. It is believed that its most useful purpose is served in promoting more or less continuous and orderly discussion of work performance and hence of understanding and rapport between supervisor and employee. The value of such discussions far outweighs the essentially subjective written report which becomes a part of the permanent file. For this reason it is recommended that;

- (a) regular discussion of work performance between supervisors and employees be actively encouraged,
- (b) discussion of any evaluation report between supervisor and employee be made mandatory,
- (c) the employee initial or sign each evaluation report submitted,
- (d) the employee be permitted, if he so desires, to incorporate his written comments with or in the report if the rating supervisor has included any derogatory comments.

2. From paragraph 3c it is not clear just what the responsibility of the Career Service Board is. For example what is "appropriate action". Is it not possible that the supervisor may abrogate his basic responsibility for disciplinary action if he feels he can "pass the buck" to the board? Clearly the board needs reports for its action on career determinations, and perhaps would be concerned as well with the overall rating pattern of the employees and offices under its jurisdiction, but beyond this the board would seem to become involved in administrative determinations not properly its concern.

CONCUR: [REDACTED]

Logistics
(Office)

25X1A

9 June 1953
(Date)

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CONCURRENCE SHEET

17-5230

25X1A PROPOSED ISSUANCE [REDACTED] PERSONNEL EVALUATION

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PREVIOUS ISSUANCES TO BE CANCELED: CIA Regulation
CIA Notice No.
CIA Notice No.
CIA Notice No.

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COMMENTS:

The following comments concerning the subject proposed regulation represent the views of the Office of Communications.

The regulation as proposed calls for the following series of reports:

- a. Initial reports within 9 months after EOD.
- b. Annual reports on the anniversary of EOD.
- c. Reassignment reports within 90 days preceding reassignment or separation of supervisor, and/or reassignment of the employee.
- d. Special reports including one covering proposed reassignment of employee, separation reports and other special reports as "administratively required."

It is the firm opinion of this Office that the multiplicity of reports required under this proposed regulation will establish an administrative load of such proportion as to far outweigh benefits derived therefrom.

It is suggested that this regulation be reviewed with the purpose of reducing the number of required reports in the personnel evaluation system. Further, it is suggested that a desirable goal would be reduction to the following series of reports:

- a. Initial report within 9 months
- b. Annual report on anniversary of EOD
- c. Separation report. (Recommendation on re-employment only)

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Reduction in number of reports as listed in paragraph 4 above, will establish the need for coordination of reports where a supervisor has been changed during the reporting period. The probability of increased administrative loads due to such coordination appears minimal compared with an across the board change reporting procedure.

C. G. West
18 June 1963